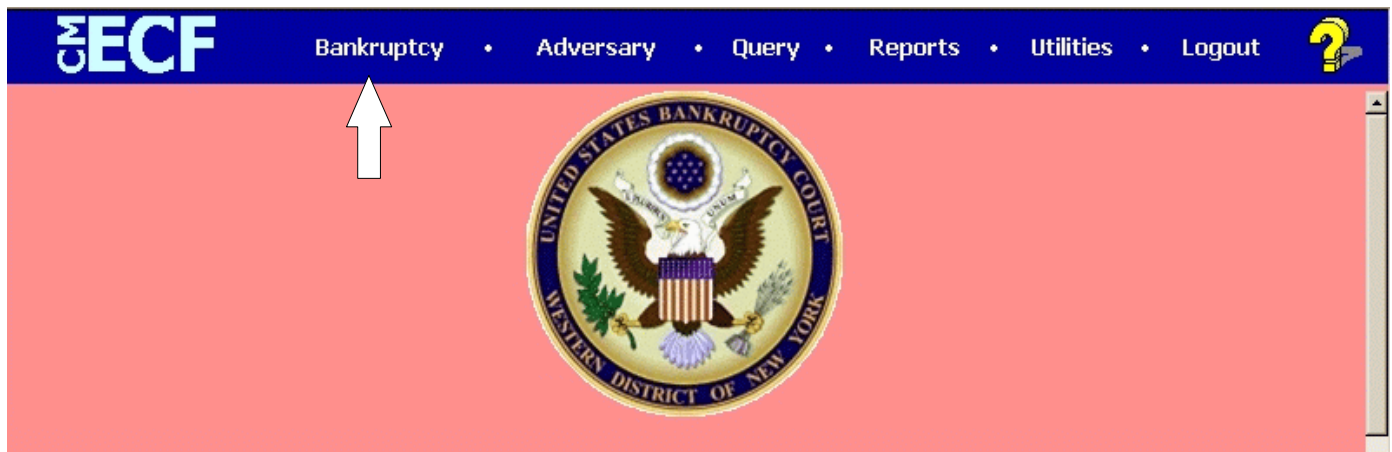# UPLOADING A CREDITOR MATRIX

● These instructions will assume that the user has accessed the Court's website with their Court assigned CM/ECF login and password and the creditor list/matrix is in Text format. See the Court's instructions on how to create a Text File, if your creditor list/matrix is not in Text format.

● Click the Bankruptcy hyperlink on the CM/ECF main menu.

The Bankruptcy Events screen is displayed.

● Click on the option Creditor Maintenance.

The Creditor Maintenance screen is displayed.

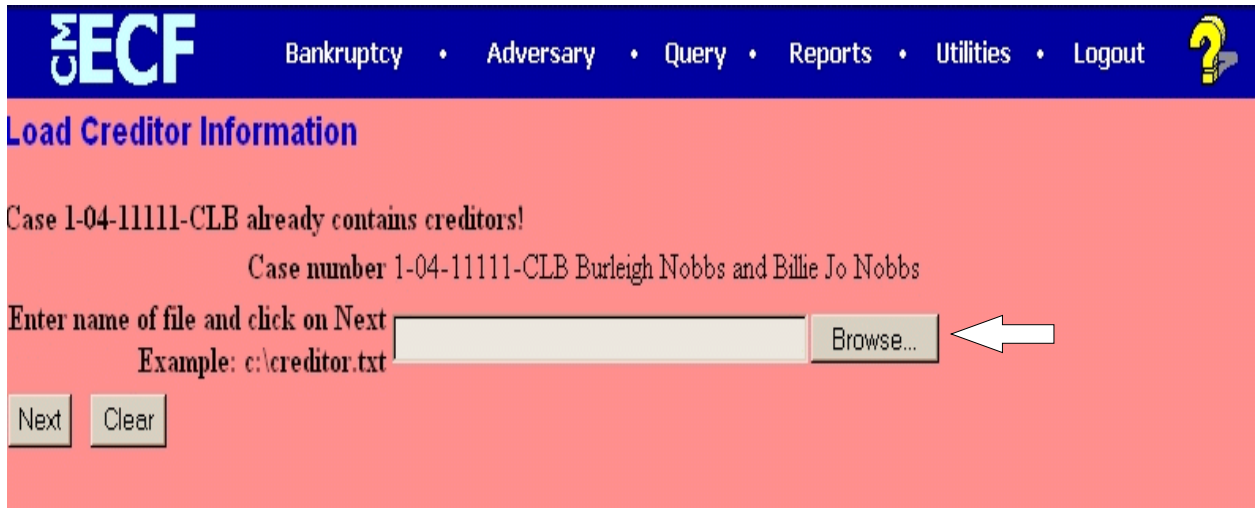● Click on the option <u>Upload a Creditor Matrix File</u>.

The Case Number screen is displayed.

● Enter the <u>Case Number</u> in the appropriate box and click <u>Next</u>. The correct format for entering case numbers is **YY-NNNNN.**

The Text File Upload screen is displayed.

● Click on the <u>Browse</u> button.

The File Upload dialogue box is displayed.

● Navigate to the appropriate directory where the Text File has been saved.

✧ **CLERKS TIP**: When creating your Text File remember **WHERE** you saved your file and **WHAT** you named it. Giving the file a distinctive name and knowing the location of the file will make the file upload process an easy step.

✸ **NOTE**: Only Text Files can be used for uploading creditors. If a file other than a Text File is attached, an error message will appear and the creditor address will not be uploaded.
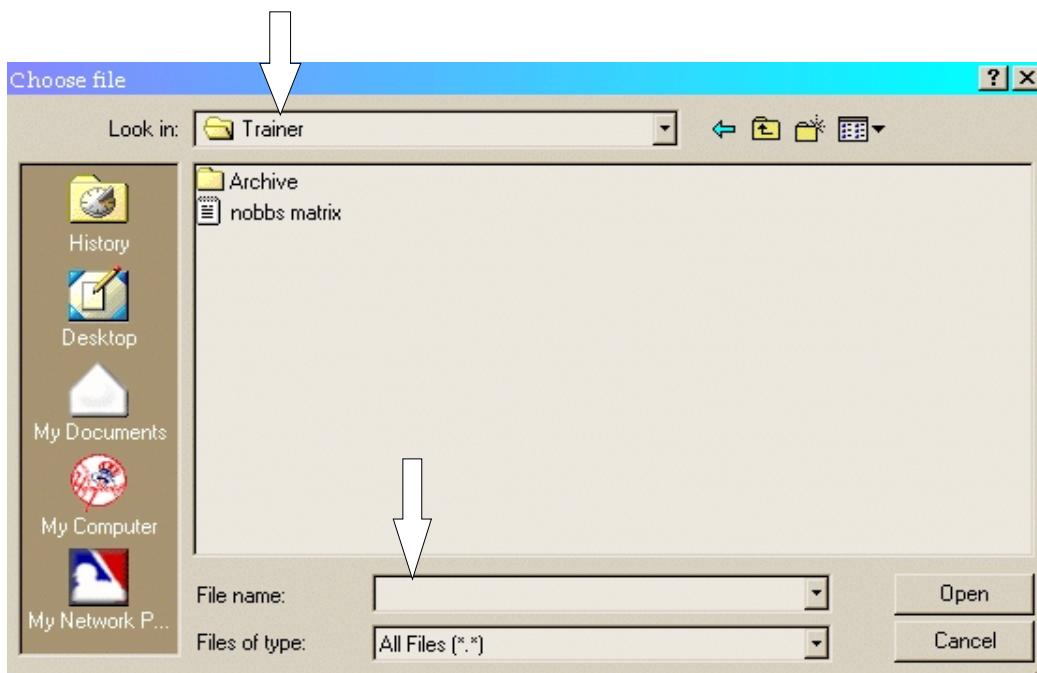
● Make certain that the correct Text File is going to be uploaded for this entry. Previewing the Text File can be done by **RIGHT CLICKING** on the file with your mouse and selecting <u>Open</u>.
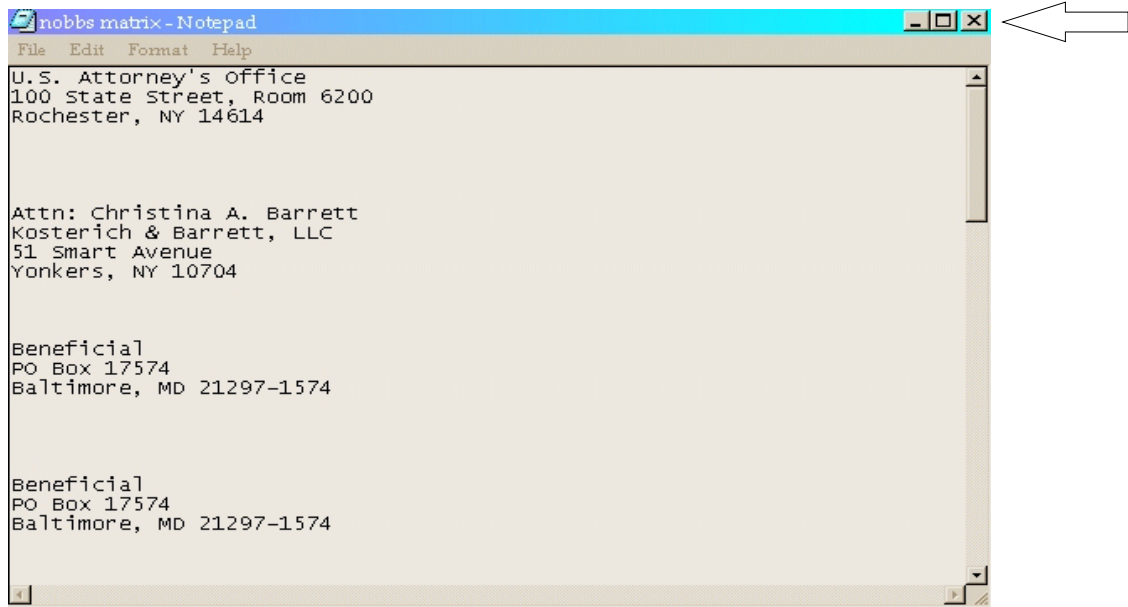
✧ **CLERKS TIP**: Previewing the Text File is a small and necessary step that can avoid incorrect creditors from being uploaded.
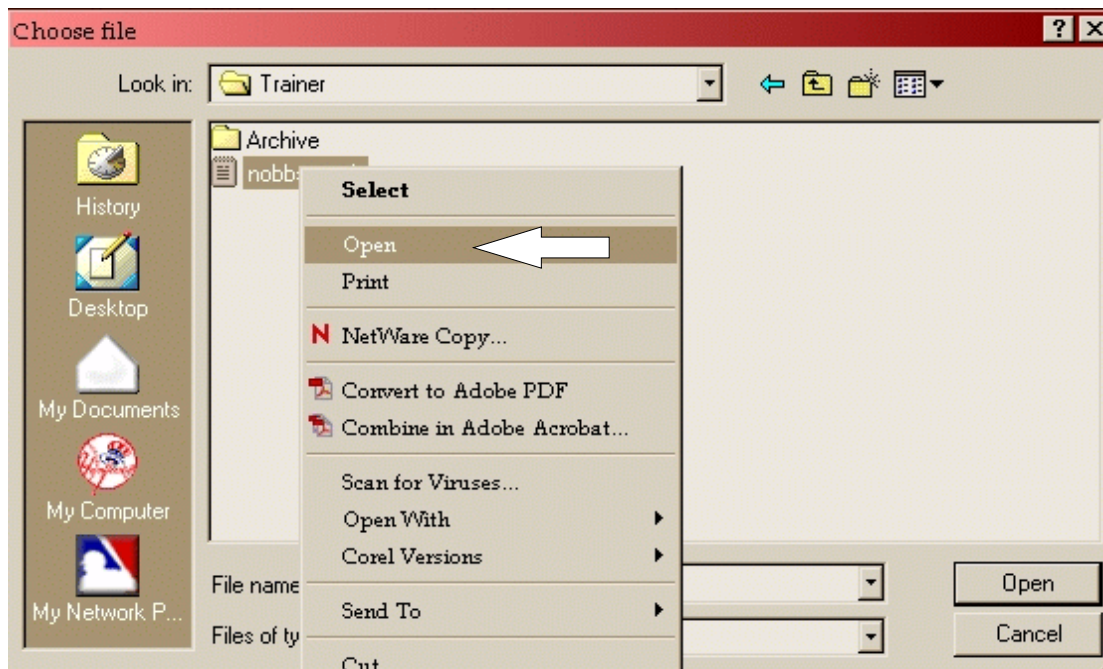
● Windows Notepad will be launched to display the contents of the Text File. Verify that it is the correct Text File for uploading.
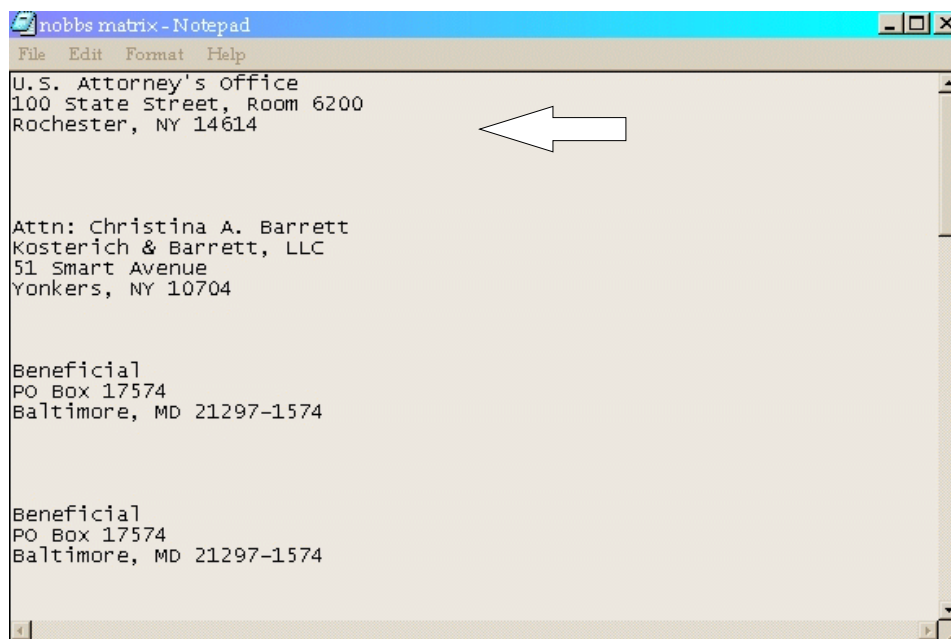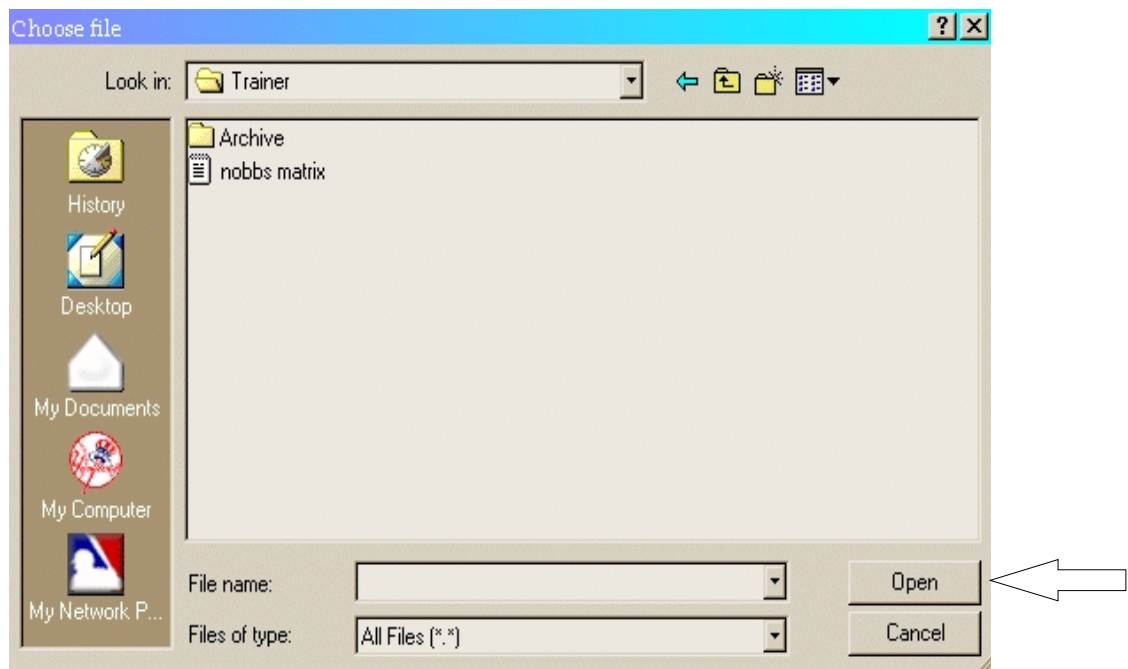
● Close the Text File by clicking on the **"CLOSE BOX"** in the upper right hand corner.

● Click <u>Open</u> on the File Upload dialogue box.

✹ **NOTE**: Selecting "Open" on the File Upload dialogue box will **NOT** provide you with a preview to the document but will **ATTACH** it. **DO NOT** confuse this with the "Open" that was accessed by clicking the right button on the mouse.

● Click Next on the Text File Upload screen.

CMECF | Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Load Creditor Information

Case 1-04-11111-CLB already contains creditors!

Case number 1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs

Enter name of file and click on Next
Example: c:\creditor.txt

K:\CM-ECF Scanning\Trainer\nobbs matrix. [Browse...]

[Next] [Clear]

● Verify the number of creditors that are going to be uploaded. If the total number of creditors on your Text File differs from the total on the screen, something is wrong. Use the **BACK** button on your browser to investigate the problem. Click <u>Submit</u>, if your creditor totals match.

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Add Creditor(s)

Total Creditors Entered 14

[Submit]

The Creditors Receipt screen is displayed.

● This screen confirms the number of creditors that were uploaded for that particular case.

● This is the final step in the Creditor Upload process.

Creditors Receipt

Case Number	04-11111
Total Creditors Added to Database	14

☺ **PLEASE DO NOT HESITATE TO CALL THE COURT AND SPEAK WITH A CASE ADMINISTRATOR IF THERE ARE ANY QUESTIONS OR CONCERNS ((716) 551-4130 Buffalo or (585) 613-4200 Rochester)**